Inbasket and Outbasket

This chapter covers the following topics:

- General Information

- The Files of Your Inbasket

- Checking Your Inbasket

- Commands for the Inbasket

- Checking Your Outbasket

- Commands for the Outbasket

- Utilities

General Information

The Inbasket and Outbasket are system folders which initially contain all the mail that you handle during your daily office work. Since Inbasket and Outbasket are system folders, you cannot erase them.

All objects contained in the folders Inbasket and Outbasekt are displayed according to the default display sequence; this may be either ascending or descending date order (see *Display Sequence of Objects in a Folder*).

You can "save" your items in the Inbasket or Outbasket by filing them in another folder. See the descriptions of the "File" windows and the FILE command for further information.

The Files of Your Inbasket

The Inbasket consists of five files, into which all your incoming mail is sorted: Phone, New, Invitations, Opened and Postponed.

Issue the following command sequence from any point in Con-nect to display the files of your Inbasket:

```
    DISPLAY Folder inbasket
```

As a result, the "Contents of Folder Inbasket" screen appears:

```
  9:36 AM                * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS             Contents of Folder Inbasket                     Wednesday
                                                                       Descending
 Cmd Item Name         (Description)              Object   Typ Itm Date Filed
 --- ------------------------------------------- -------- --- --- ------------
 __  Phone                                        File         x   17.Jan.94
 __  New                                          File         x   17.Jan.94
 __  Invitations                                  File         x   17.Jan.94
 __  Opened                                       File             17.Jan.94

 __  Postponed                                    File             17.Jan.94




 Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
    Command /                                                            /
  Display  Erase   Export   File     Forward  Info    Output   Print    Reply
  Top
```

The information in the following columns applies to the files contained in your Inbasket:

Item Name (Description)

The five files that constitute your Inbasket:

- **Phone**
  Contains all new phone messages.

- **New**
  Contains all new mail items.

- **Invitations**
  Contains all new invitations to meetings.

- **Opened**
  Once you have read a new mail item or phone message and have not erased or filed it, it is transferred to the file Opened. Accepted invitations are not transferred to this file; they are removed from the Inbasket and are entered in your calendar.

- **Postponed**
  If you want to read a new item again at a later date, you can postpone it. Such mail is stored in the file Postponed and will re-appear in your Inbasket as a new item on the specified date.

  When you display the file Postponed (for example, with the command sequence "DISPLAY Folder inbasket postponed"), all postponed mail items are listed. Date and time you specified for the new delivery are also displayed in this screen. See the description of the POSTPONE command for further information.

During the interval between which you first logon to Con-nect on the date at which the
item is to be redelivered to you, and the time you specified for delivery, the item can neither be accessed
in the file Postponed, nor in the file New.

Object

The object type. In this case: file.

Type

Not relevant here.

Itm

An X indicates that there are objects in the corresponding file. If there is no X, the file is empty.

Date Filed

The date on which the files were created by the administrator.

If you want to view the content of a particular file, mark that file with DI and press ENTER.

You can also enter the command sequence "DISPLAY Folder inbasket *file-name*" to display a specific file without intermediate steps.

As a result, the "Contents of Folder Inbasket *File-name*" screen appears.

However, there is a shorter way of displaying all new mail items immediately. This is explained below.

Checking Your Inbasket

The Con-nect menu always shows you the current status of your Inbasket. It tells you how many new mail items, phone messages or invitations have arrived since you last read your mail. If a message like the following is displayed in the right side of your Con-nect menu, you should read your Inbasket.

```
New phone messages:  3
New mail items:      5
New invitations:     1
```

Issue the command alias I (shown in the Con-nect menu) from any point in Con-nect to display a list of all mail items contained in your Inbasket (regardless of the files they are in):

In this case, the command alias represents the following command sequence:

```
   DISPLAY Folder inbasket *
```

As a result, the "Contents of Folder Inbasket" screen appears:

```
 9:23 AM              * * *  C O N - N E C T  3  * * *            7.Dec.2001
Cabinet LS              Contents of Folder Inbasket                    Friday
                                                                   Descending
Cmd Subject                  Reply Type       Sent By             Date Mailed
--- ---------------------------- - -------- -------------------- -----------
 __   Phonepad Mr Piper 39849334       Phone    Pinkerton,Thomas     7.Dec.2001
 __   Minutes of Meeting              New      Eshberry,John        7.Dec.2001
 __   Further Tests Next Month        New      Eshberry,John        7.Dec.2001
 __   (P) Test Results                New      Thomas,Jean          6.Dec.2001

 __   Mon 14.Jan.2002 : Doc Updates   Invitati Landrey,Carol        6.Dec.2001
 __   Tue 11.Dec.2001 : Strategy      Modified Bonanci,Elizabeth    6.Dec.2001
 __   Wed 12.Dec.2001 : Testing       Modified Eshberry,John        6.Dec.2001
 __   Fri 7.Dec.2001 : Marketing      Canceled Jumper,Julie         5.Dec.2001

 __   Sales Meeting              * Opened   Eshberry,John        5.Dec.2001
 __   Name Change                  Opened   Landrey,Carol       28.Nov.2001




Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                          /
 Address  Display  Erase   Export   File     Forward  Info    Output   Print
 Reply    Top
```

The columns display the following information:

Subject

The information which was entered in the "Subject" line of the "Send" screen.

The following information is displayed to the *left* of the subject:

(C)	Copy
(B)	Blindcopy
(P)	Private

The following information is displayed to the *right* of the subject:

(F)	Forwarded
(R)	Reply
(P)	Postponed

Reply

This column is only shown when this has been defined in your user profile. For further information, see *Folders and Password* in *Your User Profile*.

One of the following characters can be displayed in this column:

*	You have sent a reply.
?	You have created a reply, but it has not yet been sent.

Type

The name of the Inbasket file in which the item is stored.

Several mail systems distinguish mail priorities. If mail with a higher priority is sent to you, "Urgent" is displayed highlighted in the "Type" column (instead of "New").

When a meeting has been modified or canceled, "Modified" or "Canceled" is displayed highlighted in the "Type" column.

Sent by

The sender's full name. If the item was forwarded to you, the name of the forwarder is shown, *not* the name of the person who sent the original.

Date Mailed

The date when the mail item was sent or forwarded to you.

The display sequence of the Inbasket is indicated directly above this column.

Commands for the Inbasket

The command prompting lines of the "Contents of Folder Inbasket" screen show all the commands which apply to the Inbasket. The commands are described in section *Commands*. The following exceptions apply when working with the Inbasket:

- ADDRESS

- DISPLAY

- EXPORT

- FILE

- FORWARD

- INFO

- POSTPONE

- REPLY

ADDRESS

When you issue the ADDRESS command with a specific mail item in your Inbasket, the "Addressees for (*Object-name*)" screen displays a list of all addressees who received the mail item. You can see who has read the item and who has sent a reply.

Several external mail systems support reply recipients. The sender of a mail item can specify who else is to receive your reply. All reply recipients are displayed at the bottom of the list - below all other addressees.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO or DI:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press ENTER to access the "Modify Address" screen.

- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).

See the ADDRESS command in section *Commands for the Outbasket* for a description of the "Addressees for (*Object-name*)" screen.

DISPLAY

Once you have read a new mail item or phone message and have not erased or filed it, it is transferred to the file Opened. Accepted invitations are not transferred to this file; they are removed from the Inbasket and are entered in your calendar. See *Receiving an Invitation to a Meeting*.

When you display a mail item or a phone message in your Inbasket, the name of the sender and the date when the item was mailed are shown at the top of the screen. The number of the page you are currently reading and the number of the line which is displayed at the top of the screen are also shown.

If a mail item contains a cover note and/or enclosures, the line directly above the text always tells you which part of the mail item you are currently reading.

If a cover note has been attached to the item, it is displayed first. After you have read it, you press ENTER to proceed to the actual text of the item. If there are enclosures, they are displayed when you press ENTER on the last page of the document text. You press ENTER to proceed to the next enclosure (or, if there are no further enclosures, back to the cover note).

Note:
Each received SNADS mail item contains a cover note consisting of one line (followed by a maximum of 4 message lines, if the sender has attached a cover note to his document) and shows the SNADS address of the sender: the origin node ID (Distribution Service Unit Name) and the origin user ID (Distribution User Name). Furthermore, the date and time at which the item was mailed, and a sequence number for further identification of the message are displayed.

If the mail item is, for example, a reference document, menu, or program, a message appears on the cover note telling you which type of object has been sent to you. In this case, you must issue the QUIT command to display the mail item.

If the mail item is, for example, an RFT or Vce document, you can only display the cover note. See *Document Formats* for information on the different formats.

Tip:
If you want to DETACH a cover note or an enclosure from a document in your Inbasket, you must FILE the document first.

When you display a reply to a mail item you have previously sent, you can issue the ORIGINAL command to display your original mail item. The ORIGINAL command can only be issued while the reply is displayed.

You can issue the REPLIES command to display your reply to a mail item you have previously received (without having to first access your Outbasket). If you sent more than one reply to that item, a list is shown and you can mark the reply you wish to read with DI and press ENTER. The REPLIES command can only be issued while the mail item is displayed.

You can also postpone a mail item (except invitations to a meeting). The POSTPONE command can only be issued while the mail item is displayed.

EXPORT

The EXPORT command moves a copy of an object to another destination, e.g. a Natural library or a personal computer. See *Exporting Documents* for further information.

FILE

When you FILE a memo, it becomes a document.

When you FILE a document which is contained in your Inbasket, cover notes and address list are also filed.

When you FILE any other Con-nect object, cover notes and address lists are *not* filed.

See the descriptions of the "File" windows and the FILE command for further information.

FORWARD

You can mail a copy of any item from your Inbasket to someone else by forwarding it. The original item cannot be changed, but you can attach a cover note with your comments to be mailed along with the copy.

Issue the FORWARD command with a specific mail item to access the "Forward Document" screen.

```
  1:10 PM                * * *  C O N - N E C T  3  * * *              18.Sep.95
 Cabinet LS                      Forward Document                         Monday
                (Mailed by: Eshberry,John ESH 15.Sep.95 2:02 PM)

 Forward to       _____ Selected 0    Sent to 0




 Subject        New Strategy_____
 Forward Note --------------------------------------------------- Use Editor _







 -----------------------------------------------------------------------------
Fill in addressee(s), subject and note - use CONFIRM to send
   Command /                                                                /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm Mod   Dflt  Addr  Frmat       Last  Home
```

Enter the following information in the "Forward Document" screen:

Forward to

You specify the new addressee(s) just as you would when sending a memo.

You can access the address management system by entering an asterisk (*) in this line, or by issuing the ADDRESS command.

Subject

You can specify another subject for the mail item you want to forward.

Forward Note

Optional - you can add a cover note to the mail item.

Word wrapping is automatically activated in the "Forward Document" screen. When word wrapping causes a new line which does not fit in the lines shown, the editor is automatically accessed and you must activate word wrapping yourself, i.e. you must specify the text margins for the *whole* text (see the description of the SET command in section *Text Processing* for further information).

Use Editor

If you need more space for your cover note, you must mark this field and press ENTER to access the editor.

You can also issue the MODIFY command from the "Forward Document" screen to access the editor. See *Text Processing* for details on how to use the editor.

When you have completed your text, you must issue the QUIT command to leave the editor and to return to the "Forward Document" screen.

You can issue the FORMAT command in the "Forward Document" screen to alternate between formatted and unformatted sending of your mail. See *Formatting Your Mail* for further information.

You can issue the DEFAULT command in the "Forward Document" screen to modify the send defaults. See *Modifying the Send Defaults* for further information.

Send the item by issuing the CONFIRM command.

Note:
A forwarded mail item may contain a maximum of 25 cover notes. If another cover note is attached to a mail item which already contains 25 cover notes, the oldest cover note is removed.

INFO

When a repeated delivery has been specified for a mail item, this information is also displayed in the "Info for *Object-name*" screen.

When you receive a document from a user within your system, Con-nect computes the expiration date based upon the value set by the administrator (starting with the day it was sent).

When you receive a document from a user at an external node, the expiration date is always one year after the document has been sent.

You can enter the DEFAULT command in the command line of the "Info for *Object-name*" screen to display the send defaults that the sender has specified. You can also see whether the sender requests a reply.

Note:
You can also issue DEFAULT in the "Info for *Object-name*" screen after the mail item has been filed into a folder.
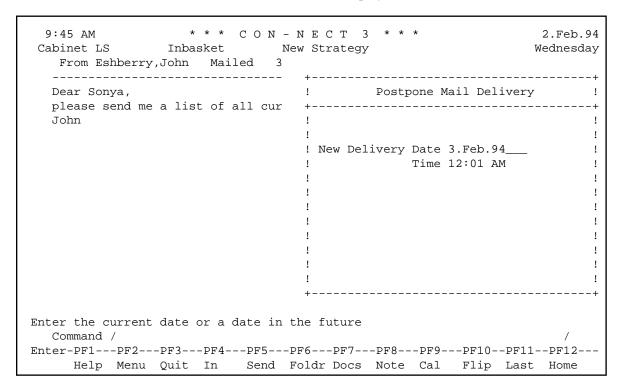
When you have received external mail and you access the "Info for *Object-name*" screen for that mail item, you can press ENTER to display the sender's address. If the mail is a Transport Service item, you can enter COPY in the command line of the "Info for *Object-name*" screen to create a nickname for the sender of the mail item. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press ENTER to access the "Modify Address" screen.

POSTPONE

If you want to defer reading a mail item in your Inbasket, you can postpone it. However, you cannot postpone an invitation to a meeting, since the invitation remains in your Inbasket as long as you do not accept or decline the meeting.

Issue the POSTPONE command while the mail item is displayed.

```
  9:45 AM              * * *  C O N - N E C T  3  * * *              2.Feb.94
 Cabinet LS        Inbasket        New Strategy                      Wednesday
   From Eshberry,John   Mailed   3
   ----------------------------    +--------------------------------------+
   Dear Sonya,                     !          Postpone Mail Delivery      !
   please send me a list of all cur+--------------------------------------+
   John                            !                                      !
                                   !                                      !
                                   ! New Delivery Date 3.Feb.94___        !
                                   !                   Time 12:01 AM      !
                                   !                                      !
                                   !                                      !
                                   !                                      !
                                   !                                      !
                                   !                                      !
                                   !                                      !
                                   !                                      !
                                   +--------------------------------------+
 Enter the current date or a date in the future
    Command /                                                           /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Enter the following information in the "Postpone Mail Delivery" window:

New Delivery Date

> Con-nect provides the next day as the new delivery date. You can modify this by typing another date in this line.

> Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique. When you enter a past date without the year, the following year is automatically provided.

Time

> When you use the AM/PM time format, Con-nect provides 12:01 AM as the new delivery time. When you use the 24 hour time format, Con-nect provides 0:00. You can modify this by typing another time in this line.

Press ENTER to close the window and to transfer the mail item to the Inbasket file Postponed.

You can display each mail item which is stored in the file Postponed or use any other command to act upon it.

The item remains in the file Postponed until the date you specified for the new delivery. On the specified date, the postponed item is put into your Inbasket file New, as if it had just been sent. After you have read the postponed item in the file New, it is transferred to the Inbasket file Opened. In contrast to other mail items, the postponed item is not sorted according to the date when it was sent, but according to the date when it reappeared in the file New (however, the date shown is the date when it was sent).

When you issue, for example, "POSTPONE 20.Dec.95" (with the new delivery date), the "Postpone Mail Delivery" window does not appear.

REPLY

You can send a reply to each mail item that is contained in your Inbasket.

Issue the REPLY command with a specific mail item to access the "Reply" screen.

```
  1:16 PM              * * *  C O N - N E C T  3  * * *              18.Sep.95
 Cabinet LS                        Reply                                Monday
            (Forwarded by: Pinkerton,Thomas 18.Sep.95 1:16 PM)

 Reply to        _ Eshberry,John                    ESH      (Sender)
                 _ Pinkerton,Thomas                 TPI      (Forwarder)

 Reply to        _____ Selected 0    Sent to 0

 Subject        Marketing_____
 Reply Message ----------------------------------------------- Use Editor _




 ---------------------------------------------------------------------------
 Enter a reply, select addressees and use CONFIRM to send
    Command /                                                           /
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm Mod   Dflt  Addr  Frmat       Last  Home
```

Con-nect provides the ID of the cabinet from which the mail item has been sent as addressee and the subject information. The reply is always sent to the cabinet, not to the name of the user which is also shown in the "Reply" screen. This is important if you reply to mail that a user has sent from a shared cabinet.

When you reply to an invitation to a meeting for which a subject was not specified, the starting date of the meeting is automatically entered as the subject.

When you reply to an external mail item for which a subject was not specified, you must specify a subject.

When you reply to a forwarded item (as in the above example), both the names of the sender and the forwarder are provided and you can select to whom you want to send the reply. If you want to send the reply to both, you mark both fields with any character.

REPLY

You can also send your reply to any other user. To do so, specify the addressee's name in the "Reply to" line as described in section *Sending a Memo*. If you need help selecting the addressee(s), you can issue the ADDRESS command to access the address management system.

You type your reply in the lines under "Reply Message".

As long as you have *not* entered a reply in this screen, you can enter COPY in the command line to copy the message that you are replying to into the "Reply" screen, where you can now modify it.

Word wrapping is automatically activated in the "Reply" screen. When word wrapping causes a new line which does not fit in the lines shown, the editor is automatically accessed and you must activate word wrapping yourself, i.e. you must specify the text margins for the *whole* text (see the description of the SET command in section *Text Processing* for further information).

If you need more space for your reply, you must mark the "Use Editor" field with any character and press ENTER to access the editor. You can also issue the MODIFY command from the "Reply" screen to access the editor. See *Text Processing* for details on how to use the editor. When you have completed your text, you must issue the QUIT command to leave the editor and to return to the "Reply" screen.

You can issue the ORIGINAL command in the "Reply" screen to display the mail item to which you are replying. When the original mail item is displayed, you issue the QUIT command to return to the "Reply" screen where you can continue typing your reply.

While typing your reply in the "Reply" screen, you can issue, for example, the "DISPLAY Calendar" command to check your calendar and then issue the QUIT command to continue typing your reply in the "Reply" screen.

You can also suspend your reply (either when you are in the "Reply" screen or in the Editor) and proceed to another task. The text you have written is saved. To resume writing your reply, you access the Outbasket and mark the reply with SE (for SEND). As a result, you are returned to the "Reply" screen.

You can enter DEFAULT in the command line to display the "Send Defaults" screen. If the user's cabinet has been removed in the meantime, you can, for example, disallow an alternate recipient. See *Modifying the Send Defaults* for further information.

You can issue the FORMAT command in the "Reply" screen to alternate between formatted and unformatted sending of your reply. See *Formatting Your Mail* for further information.

Several external mail systems support reply recipients. The sender of a mail item can specify who else is to receive your reply. When you receive such a mail item, an additional field is displayed in the "Reply" screen: "Mark for all reply recipients". When you mark this field with any character, your reply is also sent to all defined reply recipients.

To display all defined reply recipients, you issue the ADDRESS command with the mail item. All reply recipients are displayed at the bottom of the list - below all other addressees.

Send the reply by issuing the CONFIRM command.

Checking Your Outbasket

Copies of all objects you reply to, send or forward are automatically retained in your Outbasket. The Outbasket displays the reception status of a mail item. If the mail item has not been read, you can undo it. You can also send an item you have previously mailed to additional people by sending it directly from the Outbasket.

Issue the following command sequence from any point in Con-nect to display a list of all mail items contained in your Outbasket:

```
DISPLAY Folder outbasket
```

As a result, the "Contents of Folder Outbasket" screen appears:

```
 9:47 AM              * * *  C O N - N E C T  3  * * *              7.Dec.2001
Cabinet LS            Contents of Folder Outbasket                       Friday
                                                                     Descending
Cmd Subject                  Reply  Sent  Read  Addressee          Date Mailed
--- ---------------------------- - ----- ----- ----------------- -----------
__   New Strategy                  *     2     1 Hawkins,Doug        7.Dec.2001
__   More Updates              (R)       1     0 Pinkerton,Thomas    7.Dec.2001
__   calender snapshot                   1     1 Eshberry,John       7.Dec.2001
__   Fiber-optics and Sharks            1     0 Kirkman,Katharine   6.Dec.2001

__   Further Tests next Month  (F)       1     1 Bluechair,Fuv       6.Dec.2001
__   Marketing Plan                      2     0 Eshberry,John       5.Dec.2001
__   Problem detected          (R) *     5     3 Carey,Alexander     3.Dec.2001
__   Forecasted Projects                 1     1 Hoback,Ernest       3.Dec.2001






Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                               /
Address  Display  Erase    Export   File    Info     Output   Print    Replie
Send     Top      Undo
```

The columns display the following information:

Subject

The subject of the mail item. For a phone message, "Phonepad" and the caller's name are shown.

The mail type is displayed in parentheses to the right of the subject:

(F)	You have forwarded the item from your Inbasket.
(R)	The item you sent was a reply.

Reply

This column is only shown when this has been defined in your user profile. For further information, see *Folders and Password* in *Your User Profile*.

An asterisk (*) in this column indicates that you have received a reply to this item.

Sent

The number of addressees to whom you sent the item.

Read

The number of addressees who have read the item.

Caution:
The character "-" in the columns "Sent" and "Read" indicates that "Validate Recipient List only" has been marked in the send defaults and that the mail item has therefore not been sent (see *Message Attributes* for further information).

Addressee

The name of the person who received the item. If the item was sent to more than one person, only the addressee which was specified first appears.

If you have replied to a user that has sent the mail item from a shared cabinet, the ID of the cabinet to which the reply has been sent is also shown (for example, "ESH/Long,Sonya").

Date Mailed

The date when you sent the item.

The display sequence of the Outbasket is indicated directly above this column.

Commands for the Outbasket

The command prompting lines of the "Contents of Folder Outbasket" screen show all the commands which apply to the Outbasket. The commands are described in section *Commands*. The following exceptions apply when working with the Outbasket:

- ADDRESS

- ERASE

- EXPORT

- FILE

- INFO

- REPLIES

- SEND

- UNDO

ADDRESS

You can check the reception status of a mail item.

Issue the ADDRESS command with a specific mail item to access the "Addressees for (*Object-name*"" screen.

```
   9:51 AM              * * *  C O N - N E C T  3  * * *                 2.Feb.94
  Cabinet LS           Addressees for (Just a Reminder)                  Wednesday

  Cmd Addressee Name        Date Mailed Time      Date Read    Time      Type  Reply
  --- -------------------- ----------- -------- ----------- -------- ---- ------
  __  Bluechair,Fuv          2.Feb.94    9:29 AM  2.Feb.94     9:50 AM  O
                      Item above was read by : Eshberry,John ESH
  __  Rogers,Roberta        2.Feb.94    9:29 AM  2.Feb.94     9:41 AM  O      X
  __  Smith,Marlis          2.Feb.94    9:29 AM                        O




  Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
     Command /                                                             /
   Copy     Display  Replies
```

The "Addressees for (*Object-name*)" screen shows the following information:

Addressee Name

All addressees of a particular mail item - no matter whether it was sent it to everyone at the same time, or whether further addressees were included at a later time.

If you have replied to a user that has sent the mail item from a shared cabinet, the ID of the cabinet to which the reply has been sent is also shown (for example, "ESH/Long,Sonya").

Mailed

The date and time when the item was sent.

Read

If the mail item has been read, the date and time when it has been read are displayed. If there is no entry, the mail item has not yet been read. If the item has been read by someone other than the addressee, that person's name is shown in parentheses.

Type

The type of mail item:

B	Blindcopy
C	Copy
O	Original
P	Private

Reply

If this column contains an X, the addressee has sent a reply to the message.

If you want to read a specific reply, you must mark the addressee with RE. If the addressee has sent only one reply, it is displayed immediately. If the addressee has sent more than one reply, a list of all replies is displayed and you can mark the replies you want to read with DI.

If you sent this mail item to an external mail node, a reception status may be displayed for each addressee.

To print a list of all addressees, you must issue the OUTPUT command (which changes the printing criteria for the current session) and mark the "Addressee List" field in the resulting screen. See the description of the OUTPUT command in the section *Documents* for further information.

You can also modify the print defaults and specify that the addressee list is always printed when you issue the PRINT command. See *Print Defaults* for further information.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO or DI:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press ENTER to access the "Modify Address" screen.

- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).

ERASE

When you ERASE an item from the Outbasket, it is placed in the Wastebasket. However, it is not undone - you cannot UNDO a mail item from the Wastebasket.

EXPORT

The EXPORT command moves a copy of an object to another destination, e.g. a Natural library or a personal computer. See *Exporting Documents* for further information.

FILE

When you FILE an item from your Outbasket into another folder, you can still UNDO the mail item. To do so, you must issue the ADDRESS command with the filed object. You can then mark the addressee(s) with UN.

See the descriptions of the "File" windows and the FILE command for further information.

INFO

When a repeated delivery has been specified for a mail item, this information is also displayed in the "Info for *Object-name*" screen.

You can enter DEFAULT in the command line of the "Info for *Object-name*" screen to display the send defaults that you have specified (provided that you have actually sent the mail item by issuing the CONFIRM command).

When you have sent mail to an external addressee and you access the "Info for *Object-name*" screen for that mail item, you can press ENTER to display the external address of that addressee.

REPLIES

If an item is in your Outbasket, you can read any replies immediately, without having to first access your Inbasket.

Issue the REPLIES command with a specific mail item.

```
   9:59 AM            * * *  C O N - N E C T  3  * * *            2.Feb.94
  Cabinet LS              Replies to Marketing                    Wednesday

  Cmd From                 On          At        Folder           File
  --- -------------------- ----------- --------- ---------------- ---------------
  __   Eshberry,John        2.Feb.94    9:46 AM  Work
  __   Knee,James           2.Feb.94    9:58 AM  Inbasket         Opened
  __   Mannings,Clyde       2.Feb.94    9:58 AM  Inbasket         New








  Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
     Command /                                                             /
   Display  Erase    File     Print
```

If there is only one reply, it is displayed immediately. If there is more than one reply, the "Replies to *Object-name*" screen displays a list of all replies and you can mark the replies you want to read with DI.

If you are reading a reply, you can issue the ORIGINAL command to display the original (the mail item that you have sent).

If you want to print all replies, you must issue the OUTPUT command (which changes the printing criteria for the current session) and mark the "Replies" field in the resulting screen. See the description of the OUTPUT command in section *Documents* for further information.

SEND

When you issue the SEND command with a mail item to send it to further addressees, the "Send" screen is displayed and you must enter the addressee(s). When you have already sent the item once, you cannot modify its text. You must issue the CONFIRM command to send the item.

UNDO

Copies of all items which you have sent are stored in your Outbasket. If you want to retract a mail item you have sent, you must issue the UNDO command with the mail item.

If some of the addressees have already read your mail item, it is not possible to undo the whole mail item. In this case, a window appears asking whether you want to undo the mail for the local addressees that have not yet read the mail item.

It is not possible to undo mail items that have been sent to an external mail node (e.g. TELEX or SNADS).

When you undo a mail item, its text is not automatically erased. It remains in your Outbasket.

If you only want to remove a few people from the addressee list, you can also issue the ADDRESS command with the mail item to access the "Addressees for (*Object-name*" screen and mark the names of those persons you want remove from the list with UN.

When you undo a mail item for which you have specified repeated delivery and if it has already been read by an addressee, the "Undo Repeat Delivery" window appears in which you can mark the "Mark to UNDO" field with any character to reset the counter for the repeated delivery to zero.

Utilities

Your administrator can use the batch utility "Delete Folder Contents" to delete objects in the Inbasket files New and Opened, in the Outbasket, in the Wastebasket, in the system folders Compose and Connect, and in an optional folder such as Work. Objects deleted from folders other than the Wastebasket are placed in the Wastebasket. Ask your Con-nect administrator for further information. The batch utility "Delete Folder Contents" is described in the *Con-nect Utilities* documentation.